Go to My PRII and Edit profile.



In the Edit Profile selection, this specific page is your private information.

Scroll down to **Specialisation** and click into the box. A menu should appear like as in the below graphic, and you will be able to select your own specialisations.



Importantly, you will see from the above that you are able to select multiple specialisations. Once you have completed your selection, Press save \rightarrow at the bottom right of the page. You will also see on the top this page that you can amend your Public Profile (as shown below)(. You will be able to click into the blue public profile text to visit this page.

	Edi	t profile
	0	This profile is private information. It is not shared or publicly visible. To see and maintain your public information edit your <mark>public profile</mark>
This	the	en takes you to this page as shown below:

Edit public profile

Yı	our profile is currently published and is visible. You cannot disa your directory settings. View my profile	ble it, as it is required by
Pro	file Picture	^
		Show 🕖
9	Upload File	Browse

When you click on View my Profile, it takes you to see what your profile looks like:

	Dulach Glynn				🖉 Edit profile
	Email dulach@prii.ie	Phone +35316618004	Organisation Public Relations Insitute of Ireland	Job title Membership Services & Resear	ch Officer
Topics of interes	st				
Public Affairs News			LobbyingAl		

Adding Your Specialisations

Click on <u>Edit profile</u> to take you back to the previous page. From here, you will be able to move the Show slider selection to show what elements of your profile you wish to make public as seen below:

Profile Picture	^
	Show 🕖
Upload	
File	Browse
Personal details	^
Email address 🚯	Show 🦲
dulach@prii.ie	

Scroll through your profile, and then at the end of the page, you can Publish your changes.

Facebook		Show 🕖
e.g facebookld or www.facebook.com/facebookld		
YouTube		Show 🕖
e.g youtubeld or www.youtube.com/@youtubeld		
Instagram		Show 🕖
e.g instagramld or www.instagram.com/instagramld		
Cancel	Save as draft	Publish \rightarrow

You should then see a message:

Your changes have been successfully published.	×